

**LODI CITY COUNCIL  
SHIRTSLEEVE SESSION  
CARNEGIE FORUM, 305 WEST PINE STREET  
TUESDAY, MARCH 8, 2011**

A. Roll Call by City Clerk

An Informal Informational Meeting ("Shirtsleeve" Session) of the Lodi City Council was held Tuesday, March 8, 2011, commencing at 7:00 a.m.

Present: Council Member Hansen, Council Member Katzakian, Council Member Nakanishi, Mayor Pro Tempore Mounce, and Mayor Johnson

Absent: None

Also Present: City Manager Bartlam, City Attorney Schwabauer, and City Clerk Johl

B. Topic(s)

B-1 Review of the Annual Community Development Block Grant Funding Requests in the 2011/12 Action Plan (CD)

City Manager Rad Bartlam briefly introduced the subject matter of the annual Community Development Block Grant (CDBG) funding requests.

Neighborhood Services Manager Joseph Wood provided a PowerPoint presentation regarding the annual CDBG funding requests in the 2011/12 Action Plan. Specific topics of discussion included the annual allocation plan, third year as entitlement community, federal reductions in CDBG program, application process, factors considered during review, funding availability, scoring matrix for community based organization (CBO) requests, public service funding, City funding, and process for public hearing, action plan approval, and submittal to the Department of Housing and Urban Development.

In response to Council Member Hansen, Mr. Wood stated through the County the City was receiving approximately \$700,000 and separately as an entitlement agency the City is receiving approximately \$850,000.

In response to Council Member Nakanishi, Mr. Wood stated the City previously went through the County and separated approximately three years ago as an entitlement City.

In response to Mayor Johnson, Mr. Wood stated ten applications were received this year and that number is down from previous years.

In response to Council Member Hansen, Mr. Wood stated the County intends to finish service on existing contract for the home meals delivery program until 2012, at which time LOEL will be able to provide a proposal to service the North County service area.

In response to Mayor Johnson, Mr. Wood stated he will provide a breakdown of the \$30,000 request for the home delivery meals program at the public hearing.

In response to Council Member Hansen, Mr. Wood stated the Emergency Food Bank did indicate last year that it was the last phase but it has identified additional need.

In response to Council Member Hansen, Mr. Wood stated the Housing Authority request involves six additional units.

In response to Mayor Johnson, Mr. Wood stated there is an additional challenge associated with the Loel Center request for acquisition of property, which may eventually trigger a relocation in the future.

In response to Council Member Hansen, Mr. Wood stated the City missed the funding for the Tienda affordable housing project by 12 to 14 points because it was a rather competitive year but he is confident that the City will do well in the third round of applications and the construction will commence in 2013.

In response to Mayor Pro Tempore Mounce, Mr. Bartlam stated two alleys were previously done and three are starting this spring at a cost of approximately \$100,000 to \$150,000 each and the City Council can allocate additional funds for alleys if it desires.

In response to Mayor Johnson, Mr. Bartlam stated staff has barely touched the surface on Americans with Disabilities Act (ADA) curbs because \$100,000 does not go very far at four curbs per intersection.

In response to Council Member Nakanishi, Mr. Wood stated Public Works sets the priorities for alley improvements and also compares the improvement locations with its future construction schedule for the area.

In response to Mayor Johnson, Mr. Wood stated spending the \$180,000 in a timely manner with the ADA improvements for the Grape Bowl is not a concern as the funds will be expended quickly.

In response to Council Member Nakanishi, Mr. Bartlam stated the first phase of the Grape Bowl had a set aside of \$250,000 in CDBG funding including the \$180,000.

In response to Council Member Hansen, Mr. Wood stated Fair Housing works on issues associated with landlord-tenant disputes, habitability concerns, and discrimination issues.

In response to Council Member Hansen, Mr. Wood stated the City Council can decrease the \$20,000 for Fair Housing if it desires.

In response to Council Member Hansen, Mr. Wood stated the County will operate the Home Delivered Meals Program with or without the City's contribution of \$30,000.

In response to Mayor Pro Tempore Mounce, Mr. Bartlam stated the Grape Bowl is a regional facility and similar to other City facilities is only eligible for CDBG funds based on disability and access reasons.

In response to Mayor Pro Tempore Mounce, Mr. Wood stated the City Council can fund both the main Salvation Army request and the window replacement if it so desires.

In response to Council Member Hansen, Mr. Wood stated agencies are closely monitoring the status of federal CDBG funding and proposed reductions and a seven to nine percent reduction is likely.

In response to Council Member Hansen, Mr. Wood stated the proposed family units are within the existing footprint of the Salvation Army through a renovation.

In response to Tony Amador, Mr. Bartlam stated the County used to charge a 6% administration fee for the CDBG program, the City has not hired additional people to administer the program, and the County is requesting the \$30,000 to fill a gap due to budget constraints but will continue

to administer the program for home delivered meals regardless.

Linda Castelanelli spoke in regard to the economic challenges facing the spay and neuter program and the need for continued funding of the same.

In regard to Myrna Wetzel, Mr. Wood stated the newly proposed family units at the Salvation Army, which will allow certain families to stay together, will need to meet ADA requirements.

Council Member Nakanishi and Mayor Pro Tempore Mounce suggested a greater emphasis be placed on alley improvements in future years.

C. Comments by Public on Non-Agenda Items

None.

D. Adjournment

No action was taken by the City Council. The meeting was adjourned at 7:55 a.m.

ATTEST:

Randi Johl  
City Clerk

## AGENDA ITEM



# CITY OF LODI COUNCIL COMMUNICATION

**AGENDA TITLE:** Review of the Annual Community Development Block Grant Funding Requests in the 2011/12 Action Plan

**MEETING DATE:** March 8, 2011

**PREPARED BY:** Community Development Department

---

**RECOMMENDED ACTION:** Review the annual Community Development Block Grant (CDBG) Program funding requests in the 2011/12 Action Plan.

**BACKGROUND INFORMATION:** A public hearing has been set for March 16, 2011, for the City Council to review and approve the City Manager's recommendations for funding for the 2011/12 CDBG Program.

The City will receive approximately \$750,000 in CDBG Program funds from the federal government in the coming fiscal year.

At the completion of an application period that ran from January 5, 2011 to February 9, 2011, the City received a total of 10 applications from community-based organizations (CBO's) requesting a total of \$720,426.

In 2007, the City Council adopted a CDBG allocation policy that pre-determines a set-aside of 60 percent of the CDBG adjusted annual allocation for City projects and services, and 40 percent for CBO projects and services. The distribution of CDBG funding in accordance with that policy is as follows:

<b>2011/12 CDBG Allocation (<i>Estimated</i>)</b>	<b>\$750,000</b>
<b>20% Program Admin</b>	<b>\$(150,000)</b>
<b>Adjusted Balance Available for Distribution</b>	<b>\$600,000</b>
60% Set-aside for City Projects & Services	\$360,000
40% Set-aside for CBO Projects & Services	\$240,000

HUD regulations also place a 15 percent cap on the amount of funding that can be allocated to Public Service activities, whether that be by the City or by a CBO. The City has a total of \$148,000 requested in Public Services and a Service Cap for 2011/12 of \$112,500.

---

APPROVED:

A handwritten signature in black ink, appearing to read "Konradt Bartlam".


Konradt Bartlam, City Manager

For the past few years, the City has used a grading/scoring matrix for all CBO funding requests. This was intended to provide a standard of measurement to allow for an empirical rating of applicants. Each application is rated on a grading scale that allows a maximum of 100 points. As staff is still in the process of reviewing the applications and receiving follow up information on many of the funding requests, not all applications have been reviewed through the grading matrix and therefore those comparative scores will not be available until the public hearing on March 16<sup>th</sup>.

Tables listing the applicants, their funding requests, and activity type are attached as Exhibits A (City) and B (CBO). Depending on the comments made at this meeting, staff will be putting together a final recommendation to the City Manager.

**FISCAL IMPACT:** Not Applicable

**FUNDING AVAILABLE:** 2011/12 CDBG Program



---

Konradt Bartlam  
Community Development Director

Attachments

## City of Lodi 2011-12 CBO Applications Received

Project - Organization	Project Description	Activity Type	Fund Request
<b>Fair Housing Services</b> San Joaquin Fair Housing	Provide required fair housing services, including telephone hotline for tenants and landlords, investigation of complaints, and fair housing testing.	Public Service	\$20,000
<b>Food Distribution Programs</b> Second Harvest Food Bank	Provide support for the administration of the Food Assistance and Senior Brown Bag Programs.	Public Service	\$10,000
<b>Home Delivered Meals Program</b> SJC Human Services Agency	Provide nutritious home-delivered meals to Lodi seniors five days per week.	Public Service	\$30,000
<b>Mobile Farmer's Market</b> Emergency Food Bank of Greater Stockton	Offer a mobile farmer's market once a month in Lodi, which includes distribution of free fruits and vegetables, nutrition education, and cooking demonstrations.	Public Service	\$3,000
<b>Residential Handicap Accessibility Improvements</b> Disability Resource Agency for Independent Living (DRAIL)	Funding for accessibility improvements in residences such as entry/exit ramps and lifts, assistive technology (lift chairs, bath lifts, wheelchair carriers and wheelchairs), and repairs to equipment.	Public Service	\$5,000
	<b>TOTAL CBO PUBLIC SERVICE FUNDING</b>		<b>\$68,000</b>

## City of Lodi 2011-12 CBO Applications Received

Project - Organization	Project Description	Activity Type	Fund Request
<b>Hope Harbor - Family Shelter Units</b> Salvation Army - Lodi	Interior renovations to existing warehouse space at the Hope Harbor facility at 622 N. Sacramento Street, to provide three new family shelter units.	Public Facility	\$288,000
<b>Phase IV Construction</b> Emergency Food Bank	Phase IV of the Emergency Food Bank's ongoing expansion and modernization of their facilities located at 7 W. Scotts Avenue in Stockton. .	Public Facility	\$22,326
<b>719 S. Washington - Energy-Efficient Window Retrofit</b> Housing Authority	Install new, retrofit, energy-efficient windows in the 6-unit affordable housing apartment complex owned and operated by the Housing Authority at 719 S. Washington.	Public Facility	\$17,100
<b>Land Acquisition for Affordable Housing</b> LOEL Foundation	Purchase 200 E. Oak Street for future development of affordable, senior housing units.	Public Facility	\$225,000
<b>Land Acquisition for Rehabilitation Counseling</b> Sunhouse	Purchase unspecified property to use for permanent location for case management and counseling services to serve low-income individuals, the homeless and those experiencing life challenges such as domestic violence and mental health issues.	Public Facility	\$100,000
<b>TOTAL CBO PROJECT FUNDING</b>			<b>\$652,426</b>

## City of Lodi 2011-12 Internal Applications Received

Project - Department		Project Description	Activity Type	Fund Request	Timeliness
<b>ADA Curb Ramps</b> Works	Public	Install ADA-accessible curb ramps at City-owned facilities and at various intersections to comply with ADA standards.	Public Facility	<b>\$100,000</b>	Project would likely start in 2011. Funds would likely be expended by end of 2012.
<b>Grape Bowl ADA Improvements</b> Parks and Recreation		Install ADA-accessible features within the Grape Bowl facility through the phases of renovation.	Public Facility	<b>\$180,000</b>	Funding would be expended by the end of 2012.
		<b>TOTAL CITY PROJECTS REQUESTED</b>		<b>\$280,000</b>	
<b>Spay and Neuter Program</b> Animal Services		Continue the Spay/Neuter Program that offers free spay/neuter services to feral cats and cats and pit bulls owned by low-income households. Animals are also given a rabies shot if needed.	Public Service	<b>\$30,000</b>	Funding would be expended by June 30, 2012.
<b>Graffiti Abatement</b> Public Works		Abate graffiti on public and private properties in the CDBG target areas.	Public Service	<b>\$50,000</b>	Funding would be expended by June 30, 2012.
		<b>TOTAL CITY SERVICES REQUESTED</b>		<b>\$80,000</b>	



---

2011/12

# CDBG Funding Requests

---

Presented by  
Community Development Department

March 2011

---

# CDBG Funding Requests 2011/12

## ■ Annual Allocation Process

### □ 3<sup>rd</sup> Year as an Entitlement Community

- Receiving CDBG Funds Directly From U.S. Department of Housing and Urban Development (HUD)
  - Home Investment Partnership (HOME) Program Funds are Available Through State Department of Housing and Community Development
    - Competitive Application Process
-

---

# CDBG Funding Requests 2011/12

- Proposed Federal Budget Includes Reductions in CDBG Program
    - \$750,000 estimated allocation.
  - Application Process
    - 10 applications received from Community-Based Organizations (CBO).
    - 4 City Projects/Services identified.
  - Factors to consider during review.
    - HUD Regulations
      - Program Administration Cap of 20%
      - Public Service Cap of 15%
      - Timely Expenditure of CDBG Funds
    - Council Policies
      - Preference for Projects over Services.
      - 60% Set-aside for City – 40% for CBO's.
      - Scoring Matrix
-

---

# 2011/12 CDBG Funding Availability

Estimated 2011/12 CDBG Allocation	\$750,000
20% Program Administration	(\$150,000)
Adjusted Balance Available for Distribution	\$600,000
60% Set-aside for City Projects/Services	\$360,000
40% Set-aside for CBO Projects/Services	\$240,000

---

---

# 2011/12 CDBG Funding Requests

- Scoring Matrix for CBO Funding Requests
    - Activity Need and Justification
    - Readiness to Proceed
    - Cost Reasonableness and Effectiveness
    - Activity Management and Implementation
    - Past Performance
    - Matching Contributions
-

<b>Service/Project</b> Agency/Organization	<b>Activity Type</b>	<b>Funding Request</b>
<b>Fair Housing Services</b> SJC Fair Housing	Public Service	\$20,000
<b>Food Distribution Programs</b> Second Harvest Food Bank	Public Service	\$10,000
<b>Home Delivered Meals Program</b> SJC Human Services Agency	Public Service	\$30,000
<b>Mobile Farmer's Market</b> Emergency Food Bank	Public Service	\$3,000
<b>Residential Handicap Accessibility</b> DRAIL	Public Service	\$5,000

<b>Service/Project</b> Agency/Organization	<b>Activity Type</b>	<b>Funding Request</b>
<b>Hope Harbor Family Shelter Units</b> Salvation Army - Lodi	Public Facility	\$288,000
<b>Phase IV Construction</b> Emergency Food Bank	Public Facility	\$22,326
<b>719 S. Washington - Energy Efficient Window Retrofit</b> Housing Authority	Public Facility	\$17,100
<b>Land Acquisition for Affordable Housing</b> LOEL Foundation	Public Facility	\$225,000
<b>Land Acquisition for Rehabilitation Counseling</b> Sunhouse	Public Facility	\$100,000

---

<b>Service/Project</b> Agency/Organization	<b>Activity Type</b>	<b>Funding Request</b>
<b>ADA Curb Ramps</b> Public Works	Public Facility	\$100,000
<b>Grape Bowl ADA Improvements</b> Emergency Food Bank	Public Facility	\$180,000
<b>Spay and Neuter Program</b> LPD – Animal Services	Public Service	\$30,000
<b>Graffiti Abatement</b> Public Works	Public Service	\$50,000

---



---

# 2011/12 CDBG Funding

## ■ Public Service Funding

### □ Capped at \$112,500.

- Graffiti Abatement - \$50,000
- Spay/Neuter Program - \$30,000

### □ Leaves only \$32,500 for remaining Public Service requests.

- Fair Housing - \$20,000
  - Second Harvest - \$10,000
  - HSA – Home Delivered Meals - \$30,000
  - Mobile Farmer's Market - \$3,000
  - Residential Handicap Access. - \$5,000
-

---

# 2011/12 CDBG Funding

- CBO Funding Available - \$240,000
    - Projects – Total of \$652,426 Requested
      - Family Shelter Units - \$288,000
      - Window Replacement - \$17,100
      - Emergency Food Bank Phase IV - \$22,326
      - Affordable Housing Land Acquisition - \$225,000
      - Rehab Counseling Land Acquisition - \$100,000
    - Public Services \$32,500 Available
      - Fair Housing - \$20,000
      - Second Harvest - \$10,000
      - Residential Handicap Access. - \$5,000
      - HSA – Home Delivered Meals - \$30,000
      - Mobile Farmer's Market - \$3,000
-

---

# 2010/11 CDBG Funding

- City Funding Available - \$360,000
    - Projects/Programs - \$280,000
      - ADA Curb Ramps - \$100,000
      - Grape Bowl ADA - \$180,000
    - Public Services - \$80,000
      - Graffiti Abatement - \$50,000
      - Spay/Neuter Program - \$30,000
-

---

# 2011/12 CDBG Funding

- Public Hearing – March 16<sup>th</sup>.
    - Action Plan 2011/12.
  - Draft Action Plan Document.
    - 30 Day Public Review/Comment Period.
  - Final Document to Council on April 20<sup>th</sup>.
  - Submittal to HUD by May 15<sup>th</sup>.
  - Questions or Comments?
-